



DUNCRAIG SENIOR HIGH SCHOOL  
PARENTS AND CITIZENS' ASSOCIATION INC

**ANNUAL GENERAL MEETING**

**Wednesday 22 February 2023, 7pm**

**Duncraig Senior High School, Library**

**1. Meeting opened 7:00pm - Attendees:** Rob Fairholme, Tia Tutti, Guy Bowden, Peter Lillywhite, Hannah von Ahlefeld, Paul Harris, Vicky Botha, Jenny Buxey, Charmaine Hutton, Ben Grummels, David Singleton, Andy Westnidge, Michelle Xian, Xianhi Liang

**Apologies:** Sonya Elek, Delia Nichols

**2. Acknowledgement to country**

**3. Minutes:** Confirmation of minutes of the P&C General Meeting 2 November 2022

*Motion: Hannah*

*Seconded: Rob*

**4.1 Correspondence In:**

ANZ monthly statements

CGU Insurance – Paid at beginning of year

**4.2 Correspondence Out:**

Communication from executive committee to canteen employees regarding changing awards from (Restaurant, Tea Room and Catering Workers Award (WA) to (Fast Food Workers Award (National)). Executive Committee will get new paperwork (contracts and pay rates for bookkeeper) and change as soon as possible

**5. Reports:**

- a. DSHS Principal's Report - Accepted
- b. President's Report – THANK YOU!
- c. Presentation of Solvency Declaration (*already signed*)
- d. Treasurer's Report - Accepted
- e. Healthy Food & Drink Policy (*signed at AGM*)

**6. Elections:**

6.1 Office Bearers

President – Vicky Botha

Vice President – Tia Tutti

Secretary – Jenny Buxey

Treasurer – Guy Bowden

6.2 Executive Committee

Paul Harris, Charmaine Hutton

**7. Appointments:**

7.1 Appointment of Honorary Auditor (*to be determined*)

7.2 Delegate to WACSSO Conference

7.3 Canteen Liaison Officer (*not required*)

7.4 Entertainment Books Co-ordinator (*not required?*)

7.5 Additional Signatory (*not required*)



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**8. New Business:**

8.1 *"That a 2<sup>nd</sup> bank account be opened with the ANZ Bank to be used exclusively for the purpose of operating a debit card, which will be attached to this account."*

*Accepted: Vicky                      Seconded: Ben*

8.2 *"That the Debit Card and Account Usage Policy dated (22 February 2023) be adopted for the year (2023)"*

*Accepted: Jenny                      Seconded: Tia*

8.3 *"That the profits (\$1644) raised from the Junior Interclub Chess Tournament on 19 November, 2022, hosted by Kingsley Chess Club and Duncraig SHS P&C Association, be used to purchase chess supplies for the Duncraig SHS Chess Club."*

*Accepted: Vicky                      Seconded: Guy*

8.4 *That a grant submission be prepared by the Duncraig SHS P&C Association (Kim Harris and Hannah von Ahlefeld) for Ian Goodenough's Stronger Communities Grant to install water fountains next to the outdoor basketball courts. The P&C and school may contribute to the project."*

*Motioned: Hannah                  Seconded: Tia*

**Meeting Closed: 7:50**

**Next Meeting:**

General meeting 29 March 2023 at 7pm